`ANNEXURE-B

BANGALORE METROPOLITAN TRANSPORT CORPORATION
CENTRAL OFFICES, STORES AND PURCHASE BRANCH,
BANGALORE-27

Sub: Procurement of Computer Stationery.
Ref: Tender No. BMTC/2024-25/IND0108

IMPORTANT NOTE TO THE BIDDERS

In view of the modification in the e-procurement portal by the Government of Karnataka, the tenderers should invariably quote the following parameters in the e-procurement portal while uploading the commercial bid. Failing which their offer will not be considered for commercial evaluation.

a) Basic rate
b) GST
c) End Rate

The Brand name, production and supply capacity, Lead time required should be mentioned in the prescribed format while submitting the hard copies of the documents

Terms and conditions:

1. Manufacturer or their Authorized dealers of **Computer Stationery** are eligible to participate in the tender. The manufacturers should produce the Certification of Incorporation/ Certificate of Registration/SSI certificate issued by the concerned authority. In case of authorized dealer, should produce the authorization certificate issued by the Original Manufacturer to participate in the tender.

2. The tenderer should undertake to supply the ordered quantity as per the delivery schedule provided.

3. The tenderer must fulfill all the statutory requirements.

4. Tenderers who have been blacklisted by any of the Government organization / public sector undertaking for breach of contract shall not be considered.

5. If the supply and quality performance are not satisfactory in respect of previous supplies, the offer of such firm will be disqualified.

6. Any bidder from a country which shares a land border with India will be eligible to bid in the tender only if the bidder is registered with the Competent Authority (as detailed at Annexure-B2). In this regard, a compliance certificate/ declaration to be submitted by the bidder on Rs. 20/- & above stamp Paper as per the format at Declaration-III (regarding restrictions on public procurements from bidders of such

country/ countries which shares a Land Border with India.)

7. **Evaluation Criteria**: Based on the lowest quoted price for individual items.

8. **Specification:** As per Additional Format.

9. Only the manufacturer/dealer has to participate in the tender using their own digital signature key. The bid will be rejected, if the Principal Manufacturer/dealer authorizes someone else to participate/quote the rates on behalf of them.

10. **Tender Processing Fee**: Rs. 550/- to be paid through e-payment mode only.

11. **Earnest Money Deposit: Rs.10,000.00 to be paid through e-payment to e-procurement only.**

12. **As per the Government of Karnataka Notification issued vide No: FD/130/EXP-12/2015 DT. 08.09.2015, "Micro & Small Enterprises registered with NSIC under a single point vendor registration scheme, are exempted from the payment of Earnest Money Deposit". A bidder, who wants to avail these facilities, should enclose the copy of NSIC certificate.(As per Govt. of Karnataka Notification no.FD/295/EXP-122019 Dtd:26.03.2019, the exemption from payment of EMD is applicable only for procurement of goods).**

13. Security Deposit: **5% of the Value** of the Purchase Order

14. Last Date and Time for Submission of Tender Documents through e-Procurement: Date 18.09.2024 Time 14-30 Hours

15. Opening of Commercial offers: Date. 19.09.2024 Time 14-30 Hours.

16. Other Standard Terms and Conditions are as per Tender Documents.

CONTROLLER OF STORES AND PURCHASES
[TENDER INVITING AUTHORITY]